

Meeting Minutes
Thursday, Sept. 9, 2004
Dept. of Transportation Auditorium
12:00 – 4:00 p.m.

Molly Petersen, Chair, called the meeting to order at 12:05 p.m. Introductions were made after the potluck had begun. Certificates of appreciation, signed by the Governor, were presented to the past leadership of ICCW.

In attendance were: Katy Bogy, Jory Allen, Jacqui Garcia, Myrna O'Dell, Beth Campbell, Prudy Hulman, Sherry Rust, Molly Petersen, Tana Gormely, Jennifer Skartveit, Karyl Tobel, Christi Moyer, Joan Franke, Lynn Jones, Betty Huckins, Penne Beto, Deanna Ziesman, Lori Johnson, Sheree Isola, Autumn Bahr, Heidi Lindgren, Pam Spore, and Lisa Mecklenberg Jackson.

A motion to approve the June 2004 minutes was made by Pam Spore and seconded by Jacqui Garcia. The motion carried. Joan Franke, Treasurer, reported that we have \$991.34 in our checking account and \$1979.02 in savings. A motion to approve her report was made by Lisa Mecklenberg Jackson, seconded by Pam Spore. The motion passed.

Barb Smith, formerly of the Employee Benefits Bureau, spoke about several changes in the employee benefit plan for 2005.

DEQ currently has the ICCW logo board. The purpose of the logo board is to display it as various agencies to give ICCW more visibility. Joan Franke (OPI) will take the board until our next meeting.

Molly reminded members of e-mail protocol such as "reply" vs. "reply all," and "accepting" vs. "not accepting" meetings from Molly via Outlook when she sends meeting notices, etc.

Last year's Subcommittees provided brief overviews of their work in the past year:

Measures – completed the study on wages in state government (men vs. women, old pay system vs. new pay system, etc.) and presented the report to the Governor, which was their goal. Jacqui encouraged everyone to look at the report—it is on the ICCW Website at <http://www.mdt.state.mt.us/iccw/>.

Training – held a variety of Brown Bag lunches and were able to present these very successful trainings almost every month.

Marketing – initiated ice breakers at the meetings, brought about the availability of ICCW vests and shirts, made available monthly cut and pastes for departments to easily disseminate information, and worked hard on raising ICCW's visibility. Also arranged for the logo board to be passed around.

Recognition – presented a great Excellence in Leadership ceremony on May 26. Through three sponsors, the event basically paid for itself. There are pictures on the ICCW Website of ELA for the last two years.

Ad hoc – brought about the very successful gubernatorial forum in partnership with PBS in May, held the meet and greet for statewide elected officials at Jorgenson's, also in May, and coordinated and staffed voter registrations booths at the Fitness Fair, Governor's Cup and the summer Alive@5s.

Christi Moyer then led the group in discussing goal setting. First discussed was our successes of the past year. These include: Producing the salary report; the meet and greet; the gubernatorial forum; the Christmas project; improving awareness of ICCW; voter registration booths; networking/building relationships with professional women; earning money; enthusiasm/ice breakers; brown bag lunches; ELA; line of clothing; and more pride in our image.

Next discussed were things we would like to improve. These include: Attendance at meetings; more and better marketing; recruitment/awareness of bosses; keeping agencies informed of what we do; producing an ICCW pamphlet (which could

be hooked on the logo board); expand bylaws/procedures manual; better promotion of Webpage; perhaps sponsor some type of fitness event for state employees; and find a national competition to send ELA to.

Next members brainstormed on activities ICCW might work on in the next year. Breaking into small groups, each group came up with a list of top priorities. After comparing everyone's priorities, it soon became apparent what the subcommittees would be for 2004/2005.

Excellence in Leadership Awards (ELA): Members will coordinate the annual awards ceremony held each year in May; find sponsorship; call for nominations statewide from a variety of sources such as chambers of commerce, agency deputies outside of Helena, the university systems, private colleges, major state newspapers, our Website and MINE, and state paycheck stubs; and, investigate whether our ELA winners could go on to compete for a related national award. This is an excellent way to recognize leaders and promote ICCW.

Training: Members will coordinate brown bag lunches that will continue wellness topics and also do skills-based training to help women excel and earn new jobs; emphasize that brown bag lunches and other programs are open to all state employees; explore an employment fair; use the Pay Plan Discrepancy Report as an educational and training tool, and compare it with other states' wages; investigate whether other states have an organization similar to ICCW.

Procedures/Legislative Tracking: Members will compose and propose expanded bylaws and a procedures manual; explore updating ICCW's name; find out what ICCW is allowed to do (e.g., lobby, fundraise, award a scholarship); monitor legislation affecting state employees and women; lobby (if permitted); educate legislators about ICCW and issues affecting women in state government (booth in the Rotunda?); research and communication of findings.

Marketing: Members will continue to raise awareness of ICCW in state government and the community; keep each department informed of ICCW's monthly activities; produce an informational brochure for use at ICCW-related events; coordinate an ICCW meet and greet for agency directors; explore sponsoring a sporting event, bake sale or other fundraiser, and a scholarship (if permitted); host a meet and greet with statewide candidates before November elections; raise awareness of ICCW within the legislative session; recruit for ICCW outside of Helena agencies; keep the Website updated.

(NOTE: There is also a **Planning** subcommittee, composed of ICCW Officers and subcommittee chairs.)

Members signed up for their subcommittee of choice. Each subcommittee will meet once a month, the subcommittee leader is a member of the planning subcommittee, and each subcommittee will present a report at the monthly ICCW meeting.

Jacqui Garcia then spent a little time talking about ICCW's Christmas project—we collect for families through the Career Training Institute (CTI). Toothbrushes, clothes, that sort of thing, and we need to get started now. A motion from Sherry, second by Myrna, to go ahead with the Christmas project again this year. Motion passed. Jacqui is looking for people to call retailers for gift cards. It was suggested that the ICCW December meeting be held separately from the CTI wrapping party.

Subcommittees met briefly and the meeting was adjourned at 3:45 p.m. The next meeting will be Wednesday, Oct. 20 at 1:15 in Room 137 in the Capitol.

Respectfully Submitted,

Lisa Mecklenberg Jackson
ICCW Secretary